

### **BEGINNING OF THE DAY**

Children who attend Early Risers will be able to have toast, fruit and a drink before being taken to their classroom by the staff.

### **DROP OFF AND PICK UP**

Early Riser drop off is through the KS1 playground on Oundle Road  
SAS collection is through the Family Centre entrance on Eastway.

### **REGISTERS**

Early Risers - All children will need to be signed in by a parent/carer before being accepted into club.

SAS - All parents/carers need to have completed the relevant forms prior to their child attending. They will be collected from their class by SAS staff and taken to club.

### **PASSWORDS & SECURITY**

To ensure that your children are only going home with the designated people we will require contact details of all people allowed to collect your child/children. We will also ask you to provide a password on this form as a further security check if someone is collecting who is not on your contact list.

### **LATE COLLECTION**

Late collection charges will be applied for SAS late pick up - these are outlined in the payment agreement

### **CANCELLATION CHARGES**

Cancellations of a regular slot at the SAS club must be made by the Friday for attendance of sessions the following week. If your child does not attend and no notification within the timescale has been made, you will still be charged.

We are happy to accommodate occasional sessions if booked via the school office and paid for immediately. Refunds will only be given if these sessions are cancelled up to 48 hours in advance.

Toast club will be charged based on attendance each day and no cancellation charges will be made.



## **Eastway Early Risers Club & Swashbucklers After School (S.A.S)**

Eastway Primary School  
Rossall Road  
Moreton  
Wirral. CH46 8TA

Headteacher: Mrs E Morris

Tel: 0151 677 1235

[schooloffice@eastway.wirral.sch.uk](mailto:schooloffice@eastway.wirral.sch.uk)

[eastway-primary.eschools.co.uk](http://eastway-primary.eschools.co.uk)

## WELCOME

This is a very brief summary of our out of school hours wrap around provision. We aim to provide a home from home care for our pupils with well trained, experienced and dedicated Eastway Staff.

## THE TEAM



Ms Lasnier  
Miss Walton  
Mrs Crossley  
Ms Downey



Mrs Crawford  
Miss Gumley

## SAFEGUARDING

The Designated Safeguarding Lead for the school is Mrs Morris. Mrs Crawford is the Level 2 Safeguarding Lead in out of school hours. All staff are committed to ensuring the safety of pupils at all times and have up to date safeguarding, first aid training and DBS checks.

## FOOD & DRINK

All our staff have Food Hygiene Certificates. Food is prepared on site and children are given access to healthy and nutritious snacks. During the morning session children have toast, juice, milk and fruit. After school the children have a tea in club, included in the price. The menus change weekly and are displayed in club.

## TIMINGS

We run during school days, term time only. Early Risers Club is open from 7.45am with last admission at 8.20am. The children are taken to class in the morning and handed over to their class teacher. After School sessions run straight from school until 6pm, with an option for an early collection.

## PRICING

Our costs are kept low to support our families and Eastway Community.

## PAYMENT

All payments for toast and SAS Club must be made via ParentPay. If you are entitled to Early Years 15 or 30 hours funding these hours can be put towards wraparound childcare. The current costs are :

Toast Club - £1.00

SAS 5pm pick up - £6.00

SAS 6pm pick up - £7.50

## BOOKING A PLACE

Toast Club - If you would like a regular place at our toast club you will need to complete a booking form, however, it can also be used as an emergency drop in session if needed.

SAS Club - There are a number of contact and permission forms that need to be completed prior to your child attending Swashbucklers. These can be obtained from the school office or downloaded from our website.

## OUT OF SCHOOL CODE OF CONDUCT

At both Toast Club and Swashbucklers we expect all children and staff to show respect and consideration to each other, be friendly and polite and follow our agreed Code of Conduct:

- Be Nice
- Bullying is not tolerated
- Show respect for and follow directions from all staff straight away
- Be kind, helpful and supportive to other children and adults
- Call people by their preferred name
- Respect and look after personal and school property
- Keep their voice quiet unless told otherwise
- Only use acceptable language
- Put things away in their proper place
- Keep unhelpful hands, feet, objects and comments to themselves.